FUNDAMENTAL RULES

1. These Rules are called as the Fundamental Rules. Came into force with effct from 1-1-1922.

2. Apply to all Government servants paid from the Consolidated Fund of the State and to any other class of Government servants to which the Government may by order declares them to be applicable.

   These rules cannot be modified or replaced to the disadvantage of any person already in service except in respect of matters relating to the age of superannuation. (Proviso) .

3. Unless specifically provided, these rules are not applicable to the employees who are governed by Army or Marine Regulations.

5. Government may relax theses rules to be just and equitable in their view provided such rule provided such relaxation is less favourable to him.

6. Government may delegate the powers under these rules to any of its officers except the powers to make rules and the powers conferred under Rule 6, 9(6)(b), 44,45, 83, 108-A, 119, 121 and 127(c) and 1st proviso to clause (1) of Rule 30.

7. No power may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to the department to prescribe through an order that its consent may be presumed to have been given.

8. The powers of interpreting these rules is reserved to the Government.

9. Definitions:

   (6) Duty
   (a) Duty includes
   (i) service as probationer or apprentice provided that such service is followed by confirmation.
   (ii) joining time

(b) can be treated as on duty :

(i) during a course of instructions or training (Annexure I)
(ii) interval between the satisfactory completion of course and his assumption of duties.
(iii) During preparation for an examination in any oriental language.

Ruling (2) the period required for proceeding to and returning from the station at which an obligatory departmental examination will be treated as duty in addition to the day or days of examination. One twice this concession is granted for same optional examination.

(5) The absence from duty during period of training for more than one month shall be treated as duty.

(13) Compulsory wait for posting orders
(20) The period of absence on appointment as an Examiner in respect of examinations conducted by APPSC etc.

9. (7) Foreign service means service in which the Government servant receives his pay with the sanction of the Government from any source other than the consolidated Fund of the State.

(17) Ministerial servant means a Government servant of a subordinate service whose duties are entirely clerical and any other class of servants specially defined as such by general or special order of Government.

(18) Month:means a calendar month. In calculating a period expressed in terms of months and days, complete calendar month, irrespective of number of days in each should first be calculated and the odd number of days calculated subsequently.

(19) Officiate: Performing the duties of post on which another person holds a lien.

(21) (a) Pay means the amount drawn monthly by government servant as
(i) only the pay
(ii) special pay and personal pay and
(iv) Any other emoluments which may be specifically classed as pay by Government.

10. No person may be substantively appointed without a medical certificate of health.

The format is prescribed under this rule.

The authority to sign the said certificate is the medical Officer no below the rank of a Civil Surgeon or District Medical and Health Officer or a Civil Assistant Surgeon (S.R. 2)

11. The whole time of Government servant is at the disposal of the Government which pays him and he may be employed in any manner required by proper authority without claim for additional remuneration .

12. (a) Two or more government servants cannot be appointed substantively to the same permanent post at the same time.

(b) A government servant cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time.

(c) A government servant cannot be appointed substantively to a post on which another Government servant holds a lien.

12-A A government servant on substantive appointment to any permanent post acquires lien on that post and ceases to hold any lien previously acquired on any other post.

13 and 14 : Lien

15. The Government servant may be transferred from one post to another except on account of inefficiency or misbehaviour or on his written request.

16. A Government employee may be required to subscribe to a provident fund, a family pension fund or other similar fund in accordance with such rules as may be by order prescribed.

17. A government servant shall begin to draw the pay and allowances attached to his post with effect from the date of his assumption of duties of that post and shall cease to drawn them as soon as he ceases to discharge those duties.

18. No government servant shall be granted leave of any kind for a continous period exceeding five years.

Note (1) Willful absence from duty not covered by grant of any leave will be treated as dies non for all purposes viz. increment, leave and pension.

Note (2) EOL to the extent of 36 months counts as qualifying service when taken on medical certificate, for prosecuting higher/technical studies .

Note (3) Interruptions between two or more spells of service shall be treated as automatically condoned without any formal orders of sanctioning authority excluding the periods of interruptions themselves.

Note (4)Unauthorized absence to duty for a continuous period exceeding one years , the penalty of removal shall be imposed after duly following the procedure under A.P. CS(CCA)Rules, 1991.

18-A: A government servant shall be deemed to have resigned from the service if he
(a) is absent without authorization for a period exceeding one year or
(b) remains absent from duty for a continuous period exceeding five years with or without leave or
(c)continues on foreign service beyond the period approved by the State Government.

Provided that a reasonable opportunity to explain the reasons for such absence of continuation foreign service shall be given to the government servant before the previsions of this sub rule are invoked.

F.R. 44. The Compensatory allowances shall not be regulated as a source of profit on the recipient.

S.R. (1) It includes
(a) HRA.
(b) CCA
(c) uniform or ration allowances.etc.
(d) Traveling allowance

(2) these allowances are drawn in full during performing the duties of the post.

(4) Compensatory allowances can be paid during leave with pay and allowances not exceeding 180 days.

These allowances shall be paid subject to production of a certificate by the Government employee that he will continue to incur such expenditure for which the allowance is granted.

(5) During joining time the government servant is entitled for the lower rate of allowances, in case the allowances differ.

(14) In case of employees suffering from TB, Cancer, other ailments such as mental illness, heart ailments , leprosy and Renal failure, compensatory and house rent allowances may be paid up to eight months whether the leave is on medical certificate from the very commencement or is in continuation of any other kind of leave.

45. Allotment of residential buildings to Government employees.

COMBINATION OF APPOINTMENTS (FR 49)

The State Govt. may appoint one Govt. Servant to hold substantively or to officiate in not more than two independent posts at one time (FR 49).

Authorities competent to place FAC:

i) For NGO's and Gazetted officers up to 3 months – Head of the Dept. (Delegation (1) under FR 49 read with G.O.Ms.No. 282, FRI, dt. 11.8.77) Exceeding 3 months – Govt. is competent.

Minimum period required to draw additional pay:

a) For FAC, exceeding 14 working days to be served} excluding Sundays, holidays and CLs }(Ins.2 & Ruling 8 & 9 under FR49)

b) 30 days for discharging current duties only.

Other conditions:

i) It should not be a newly created post [Ex. Ins. 5 & 7(7) under FR 49] (G.M.No.8345/175/FR.II/85-1, dt. 6.4.85)
ii) It should not be subordinate post to the first post. If it is independent, he is eligible [explanation under FR 49(b)]
iii) No additional pay should be granted unless the previous incumbent of the Addl. post held has actually given his charge there of under the orders of competent authority (Ins.2 under FR 49.)
iv) Chowkidars, Class IV employees, Record Assts. and Drivers should not be kept in FAC of another post [Ex. Ins. 6 under FR 49 read with GM. No.166/16/A2/FR II/90, dt. 15.2.90]
v) Probationers & Temporary Govt. servants may also be placed under FAC. [Ex. Ins. 2 (2) under FR 49]
vi) There should be termination of the additional charge for grant of the claim for additional charge allowances.

Additional pay Admissible:

I. a) For Full Addl. charge 1/5th of his pay, or 1/2 of initial pay of Addl. post which ever is less for first 3 months. Next 3 months half (Ins. 1(b), Note 2 under FR 49)

b) For current duties 1/10th of his pay or 1/4th of initial pay of Addl. post which ever is less for first 3 months.Next 3 months half of above. [Ins.1 © & Note 2 u/ FR 49]

II. Additional pay admissible for 6 months only [Ins. 2 under FR 49]

III. As per Govt. Memo No. 25778/350/A2/FR II/2000, dt. 2.9.2000 r/w. Ex. Ins. 3 (3), Addl. Pay admissible under FR 49 shall be treated as pay under FR 9 (21) (a) and that the addl. pay sanctioned under FR 49 may be reckoned as pay for the purpose of calculation of DA, HRA, CCA and leave salary.

IV. Spl. Pay and FP increment in his post or Spl. Pay in Addl. Post do not count for Addl. Pay [Ruling 7 under FR 49]

V. Spl. Pay drawn with reference to his qualification does not count for Addl. pay (Ruling 7 under FR 49)

VI. If a compensatory allowance is attached to the Addl. post and to his post also, he may be permitted to draw higher rate of allowance only (Proviso below Inst. 1 (a) under FR 49). These instructions were reiterated in Govt. Cir. Memo No. 15727-A/187/A2/FR II/2000, dt. 27.5.2000.

SUBSISTENCE ALLOWANCE (FR 53 and 54)

52. The pay and allowances of a Government servant who is dismissed or removed from service cease from the date of such dismissal or removal.

53. The amount payable to an employee while under suspension:

i) During first 3 months, it will be equal to leave salary on half pay leave [FR 53(1)(ii)(a)].

ii) After 3 months (a) if the period of suspension prolonged for the reasons not attributed to the employee, then the amount of subsistence allowance may be increased up to 50%. FR 53 (1) (ii) (a) (i).

b) If the period of suspension is prolonged for reasons directly attributable to the employee, then the subsistence allowance may be reduced by 50%. FR 53(1)(ii) (a) (ii)

Allowances payable during suspension:

(i) The amount of D.A. will be based on subsistence allowance from time to time FR 53 (1) (ii) (a) (iii). The same was reiterated in Memo No. 17982/212/A2/FR II/2000, dated 23-8-2000. Further, as per GO.Ms.No.21, PC.I, dt. 19.1.94, full D.A admissible for those who are drawing pay in TSP 3110-6380 and below. But in RPS 99 and RPS 2005, the same was not extended so far.

(ii) HRA, CCA have to be calculated on the basis of pay which the employee draws on the date of suspension subject to furnishing the certificate of incurring the expenditure [FR 53 (1)(ii)(b)]. The same was reiterated in Cir. Memo No. 40986/489/A2/FR II/99-2, dt. 1-4-2000.

(iii) IR is not admissible since it cannot be treated either pay or wage or an allowance. (Memo No. 44113/541/PC.I/1/98-1, dt. 11.11.98).

(iv) Spl. pay not eligible.

54. **Treating the period of suspension on reinstatement**:

a) If an employee reinstated to duty after suspension, the order of reinstatement should make specific mention with regard to the pay and allowance and treatment of period of suspension. FR 54 B (1) (a) & (b). If there are no specific entries in SR to show as to how the period of suspension was treated in respect of those retired on or after 31.12.76, it should be treated as qualifying service. [G.O.Ms.No.481, Fin & Plg. (Pen-I) Dept. dt. 24.11.76].

b) If the employee is fully exonerated, the period of suspension shall be treated as duty for all purposes and he shall be paid full pay and allowances he is entitled. (FR. 54(2)

c) If the delay in finalization is attributable to the Government servant, after considering the representation within six months, the government servant shall be paid for such delay, only such amount not being whole) of such pay and allowances) as it may determine, but shall not be less than the subsistence allowance. (Proviso under FR. 54(2))

d) If the order of dismissal, removal or compulsory retirement from service is set aside on appeal or review solely on the ground of non-compliance with requirements under Article 311 and no further inquiry is proposed to be held the pay and allowances payable for such period should be limited to subsistence allowance already paid and such period shall not be treated as duty. (FR. 54(4). Provided such authority may treat such period, at the request of the such employee, as leave to which he is entitled

e) The allowances for such period is subject to all other conditions under which such allowances and other allowances admissible. (F.R. 54(6)
f) Any payment made under this rule is subject to adjustment the amount, if any, earned by him through employment during such period. . (F.R. 54(8)

g) Where the order of dismissal, removal or compulsory retirement from service is set aside by a court solely on the ground of non-compliance with requirements under Article 311 and where he is not exonerated on merits, the pay and allowances payable for the period of dismissal, removal or compulsory retirement or suspension prior to such dismissal, removal or compulsory retirement, shall be limited to subsistence allowances entitled/already paid under FR 53. (FR. 54-A(2 (i).

h) The period intervening dismissal, removal or compulsory retirement and suspension proceeding such dismissal, removal or compulsory retirement shall be regularized as not duty (F.R. 54-A(2) (ii)

i) Where the order of dismissal, removal or compulsory retirement from service is set aside by a court on merits of the case, the pay and allowances payable for the period of dismissal, removal or compulsory retirement or suspension prior to such dismissal, removal or compulsory retirement, shall be treated as duty and paid full pay and allowances for such period. (FR. 54-A(3)

j) Provided that back wages to a suspended/dismissed employee can not be paid as matter of course in cases where the employee has been acquitted by the court on benefit of doubt. (Proviso under (FR. 54-A(3)

k) If suspension is wholly unjustified, the period of suspension has to be treated as duty [FR 54(B) (3)].

l) If died during suspension, entire period has to be treated as duty [FR 54 B (2)].

m) Leave should not be sanctioned to those who are under suspension [FR 55].

n) If acquitted from charges/criminal proceedings, Arrears eligible from date of acquittal only (Cir. Memo. No. 32419/838/FR II/2003, dated 19-06-05)

55. Leave may not be granted to a government servant under suspension.

56. Age of superannuation: Replaced by the A.P. Public Employment (Regulation of Age of Superannuation) Act, 1984. (Act, 23 of 1984.

Section 3 (1) Every government employees not being a workman and not belonging to Last Grade Service shall retire from service on the AN of the last day of the month in which he attains the age of 58 years.

(2) Every government employees not being a workman but belonging to Last Grade Service shall retire from service on the AN of the last day of the month in which he attains the age of 60 years.

Explanation: II (a) A government employee whose date of birth is the first of a month shall retire from service on the AN of last day of the preceding month on attaining 58 or 60 years of age.

J O I N I N G T I M E (FR 105-108)

Joining Time is admissible

(i) to join a new post on transfer while on duty FR 105(a).

(ii) To join a new post on the expiry of E.L. not exceeding 120 days, FR 105 b(i)

(iii) To join a new post who had no sufficient notice of his appointment on return from leave other than E.L. not exceeding 120 days FR 105 b ii.

(iv) to travel from the port of debarkation or, in the case of arrival by air, from its first regular port in India, and to organize his domestic establishment when he returns from leave, study leave or deputation of more than four months duration FR 105(c).

(v) to join a post in a remote area which is not easily accessible and vice versa FR 105 d.

(vi) The surplus staff transferred from one post to another are eligible for Joining time FR 105 (e).

(vii) Probationers holding training post that they may be considered as taking with them on transfer are entitled to joining time on transfer. In other cases only actual journey time is admissible (Note 2 under FR 105).

(viii) Probationers and approved probationers in one service when appointed to same or another service by direct recruitment are entitled to joining time and transit pay but not traveling allowance Note 3 under FR 105.

(ix) when a Govt. Servant on return from leave has compulsorily to wait for orders of posting and such period of waiting was treated as duty under Ruling 13 of FR 9 (6), joining time is admissible in continuation of such period of waiting Note 4 under FR 105.

(x) A Govt. Servant on return from leave on full pay not exceeding 120 days and transferred to a post of which he was in Addl. Charge at the time of his proceeding on leave is entitled for joining time provided there is a change of H.Q. Ruling 8 under FR 105.

(xi) After completion of training, a Govt. Servant is eligible for joining time if he is posted to a place other than old H.Q. In such case the joining time shall be reckoned from the date of relief at the training centre. Ruling 9 under 105.

If any person is deputed to undergo training on his first appointment and after training is posted to any post, he is entitled to only actual journey time but not Joining time. Note 2 under FR 105.

(xii) To join a post on transfer to Foreign Service and vice versa FR 114.

(xiii) If vacation is combined with leave, joining time should be allowed if leave and vacation put together is less than 120 days. Note 1 FR 105.

(xiv) Where it does not involve change of residence but involve change of building at the same place, one day may be allowed to join the new post [Note under SR (1) under FR 106]

When Joining Time not admissible:

i) While on E.L. or on EOL or on HPL exceeding 120 days.
ii) After suspension adjudged as specific penalty.
iii) When the transfer does not involve change of building (Ruling 5 under FR 106).

Maximum Joining Time: HOD is competent to extend Joining time up to 30 days (SR 5 under FR 106).

Extent of Joining Time admissible (SR 2 under FR 106):

In case of involving change of station, the joining time allowed as follows.

i) For preparation 6 days.
ii) Sunday 1 day [SR 2 (e) under FR 106]

iii) For actual journey

a) Journey by Air - Actual time taken part of a day is to be treated as one day [SR 2 (b) (i) under FR 106]

b) By Railway - One day for every 500 km or part there of SR 2 (a) (ii)

c) By Ocean Steamer - -do- 350 km -do- -do-

d) By river steamer or motor -- Steam launch -do- 150 km -do- -do-

e) By motor vehicle or Horse-- drawn conveyance. -do- 150 km -do- -do-

f) In any other way -- -do- 25 km -do- -do-

* Any period unavoidably spent in waiting for the departure of the steamer is allowed in addition to 6 days preparation. SR 2 (c) under FR 106.

* Journey time is admissible by the ordinary route in use. SR 3under FR 106.

* The Sunday immediately following the journey time does not form part of joining time and should be affixed to J.T. Ruling 7 FR 106.

* Holidays precede the J.T. cannot be prefixed to J.T, instead J.T. commences from holiday itself.

* J.T. has to be calculated from the date of relinquishment of charge at the old post if it is made on FN. If the charge is made on AN, the J.T. will commence from the following day. SR 15 under FR 106.

* If the due date of joining after availment of J.T. happens to fall on public holiday, he may join on the FN of the next working day. [Ruling 7 under FR 106]

* If the transfer is at request, at the discretion of transferring authority he may be allowed J.T. (SR 13 106).

* C.Ls should not be prefixed or suffixed to joining time.

Joining Time pay and Allowances:

i) J.T. is duty as per FR 9 (6)(a)(ii). He is eligible for all allowances as drawn at old station FR 107(a).
ii) FTA & conveyance allowance not admissible [FR 107 (a)].
iii) Compensatory allowances other than HRA, CCA & TA if available at both stations, lowest rate has to be claimed. [SR 5 under FR 44]
iv) Increment fallen due during J.T. shall be released. 26 (f).
v) Over stayal of J.T. constitutes misbehavior. He is not eligible for pay or leave salary. FR 108. It does not count for increment also. [FR 108]

Foreign service (110 to 127)

110. No government servant may be transferred to foreign service against will **.** Provided that this sub rule shall not apply to the transfer to the service of a body whether incorporated or not, which is wholly or substantially owned or controlled by the Government .

The State Government may transfer its employees to Foreign Service.

Delegation under rule 110 (c) :

(6) The DTA may sanction the transfer of non-gazetted servants under his control to Foreign Service in the State.

(9) The heads of departments are empowered to sanction the transfer of non-gazetted servants under their control on Foreign Service to MPPs and ZPPs.

The HOD can sanction the transfer of Gazetted employees to which he/Regional Officer is the appointing authority

111. The employee transferred on foreign service shall hold lien on a permanent post from which he is transferred.

Note (1) The transfer of a temporary government servant to foreign service is permissible.

Ruling : The transfer to foreign service from the date on which an individual is appointed to a post under government on probation is permissible.

112. If a government servant is transferred to foreign service while on leave, he ceases from the date of such transfer to be on leave and to draw leave salary.

11.4. The Government employee in Foreign Service will draw pay from the foreign employer from the date on which he relinquishes charge of his post in Government service.

Delegation under FR 114

1. The authority delegated with the power to transfer the Government servant shall fix the pay of such government servant in foreign service.

2. Note (4) The whole expenditure in respect of any compensatory allowance for period of leave, in or at the end of the foreign service shall be borne by the foreign employer.

115(a) Contributions towards the cost of his pension must be paid to general revenues on his behalf

(b) Contributions towards the cost of leave salary.

116. Note (1) rounded of to nearest rupee.

Note (2) The government servant are classified in the following grades for purpose of contribution of pension from 1-4-1967.

Group A, B, C & D.
Annexure B

A. The rate of monthly contribution of pension effective from 1-7-1982 as shown in the Annexure B. .
B. 11% of pay drawn in foreign service .

117. Exemption: IN respect of all SC, ST and BC corporations, Women Co-operative Finance Societies/Corporations for employment and training

120. A government servant in Foreign Service may not be granted leave otherwise than in accordance with the rules applicable to his under the State Government.

126, The period of foreign service is 3 years by HOD and not exceeding 5 years with the prior permission of the Government

On completion of 5 years on deputation, such employee have to necessarily work at least one year in the parent department .

Who are repatriated to parent department due to their promotion in parent department, they should not be considered for further deputation till they satisfactorily complete probation in the promoted post.

In case of the employees repatriated to parent department for the reasons of disciplinary action, they should not be considered for deputation till the disciplinary case is closed and the currency of penalty is completed.

In case of the employees repatriated to parent department for other reasons than promotion and disciplinary action, such employees should not be considered for deputation till they work in parent department at least 6 months excluding any type of leave availed by them during that period .

Deputation of employees from one local cadre post to another local cadre post is not permissible.
(G.O.Ms.No. 2 Finance (FR.II) Department dated 2-1-2010.

Annexure I Under F.R. 9 (6)(i) Authorized course of Instruction or Training

Annexure I – A Certificate of Physical fitness under Rule 10

Annexure II –Part III Maintenance of Records of Gazetted Government servants.

1. HoD/ Head of the office in respect of Gazetted government servants.

2. NGO: Head of the office.

3. Annual attestation of Service Books/Rolls

4. Certificate of character not to be entered.

5. Kinds of punishments.

6. Entries relating to events of service should be recorded.

7. Transfer to another office.

8. Transfer to foreign service

9. Transfer to a Gazetted post.

10. Annual service verification: : In April by Head of the office.

11. Periodical inspection

12. The SR in case of officers dismissed/terminated while on probation/resignation , be retained for a period of five years or until the demise of such employee which ever is earlier.

13. A copy of the service book may be furnished to the employee on his retirement, discharge, resignation, on payment of copying fee of Rs. 5/-.

5. FR 22 B: Mr. A. Venkateswara Rao, Audit Officer, State Audit was drawing pay of Rs. 13,030 in the scale of 10285-24200 with effect from 1-5-2007 and was promoted as Deputy Director, State Audit in the scale of Rs. 12385-27500 on 31-8-2007. He opted to fix his pay from the date of earning his next increment in lower post and his pay was fixed as follows.

Date	Lower Post: Audit Officer, State Audit (10285-13030-360-13750-425-14175-24200)	Higher Post : Deputy Director, State Audit (12385-13750-425-15025-27500)	Remarks
1-5-2007	Rs.13,030	-	
Promoted on 31-8-2007	Rs.13,030	Rs. 13,390	Pay fixed under FR 22 (a)(i)
1-5-2008	Rs.13,390 FR26	Rs. 14,175	Pay fixed under FR 22B
Add one increment	Rs. 360		
Notional Pay	Rs.13,750		
1-5-2009	-	Rs. 14,600	FR 26

If the above employee opted to fix his pay in the promotion post from the date of promotion itself, then state whether that fixation was advantageous or disadvantageous to him as his date of retirement is 31-07-2023. Discuss.

Explanation:

If he opted to fixation under FR 22B form date of promotion itself, his pay will be fixed as follows:

Date	Lower Post: Audit Officer, State Audit (10285-13030-360-13750-425-14175-24200)	Higher Post : Deputy Director, State Audit (12385-13750-425-15025-27500)	Remarks
31-8-07	Rs.13,030	Rs. 13,750	Pay fixed under FR 22B
Add One Increment	Rs. 360		
Notional	Rs.13,390		

Pay			
01-08-08		Rs. 14,175	FR26

If he opts for fixation under FR 22 B from the date of promotion, he will be benefitted by one more increment for 8 months one day. The date of normal increment in the post of Audit Officer will be on the 1st May of every year. Since he has got further service of 16 years, foregoing of incremental benefit for 48 months @ 3 months per year will overweigh the disadvantage of getting increment earlier by 8 months one day, ie., instead of getting increment on 1st of August every year, it is advantageous getting increment on 1st May every year. **Hence, pay fixation from the date of earning increment in lower post is beneficial to him. The option already exercised by him is correct.**

6. FR 22 (a)(iv): Sri G. Srinivasa Rao, Audit Officer, State Audit drawing pay of Rs. 16,925 in the scale of 10285-24200 with next increment falling due on 01-05-2008 was selected by APPSC directly for the post of Deputy Registrar of Cooperative Societies with same scale of Pay. He was relieved in old department and reported to duty as DRCS in the new department on 28-02-2008. The pay of the individual was fixed as follows:

Pay fixed in the new post (pay in the old post to be protected) on 28-02-2008	Rs. 16,925	Pay fixed under FR 22(a)(iv)
Next increment released on 01-05-2008	Rs.17,475	Pay fixed under FR 26

State whether fixation is correct or not?

Explanation:

The pay of the individual has to be fixed as follows:

Pay fixed in the new post (pay in the old post to be protected) on 28-02-2008	Rs. 16,925	Pay fixed under FR 22(a)(iv)
Next increment to be released on 01-02-2009	Rs.17,475	Pay fixed under FR 26 in view of Govt. Cir. Memo No.14497/188/A1/ FR II/2004, dt. 15-10-2004.

7. FR 26: Regulate annual grade increment of an employee with the following details.

Sri Sarveswar Reddy, direct recruit Asst. Audit Officer joined in service on 29-12-2006 in the scale of 9285-21550. He availed following leaves during 2007 and 2008.

a. Extra ordinary leave on private affairs for 58 days from 28-01-2007.
b. Extra ordinary leave on medical certificate for 45 days from 29-01-08.

Explanation:

His due date of increment will be 01-12-2007. Since he availed EOL on private affairs for 58 days from 28-01-07 which means 2 months that has to be added to due date of increment, i.e., 01-12-2007. His next increment will be accrued on 01-02-2008. But he is on EOL on medical certificate for 45 days from 29-01-2008 which counts for increment as per FR 26 (b) (ii). As he is on leave on the due date of increment, the monetary benefit will be available from the date of joining in duty only, i.e., 13-03-2008.

8. FR 31(A): Sri J. Bhavani Shankar was recruited directly by the APPSC as Deputy Tahsildar. He joined in service on 22-08-2003 (Scale of Pay 9285-21550). He was kept in probation from 22-08-2003 for two years within a continuous period of three years (he completed all other formalities for declaration of probation). He availed following leaves during probation period.

(a) EOL on medical certificate during 01-12-03 to 15-05-04 as he met with an accident.
(b) EOL on private affairs for 85 days from 15-07-04.
(c) Earned Leave for 30 days from 01-01-05.

Fix his pay from time to time up to October 2008.

Explanation:

a) His due date of first increment will be 01-08-2004

He availed EOL on private affairs for 85 days from 15-07-2004 (ie., 2months 24 days) and the same should be added to due date of normal increment, i.e., 01-08-2004. EOL on medical certificate counts for increment as per Proviso under FR 26 (b)(ii).

Due date of increment	01-08-2004
Add EOL on Private affairs	24-02-0
Due date of first increment	25-10-2004 /01-10-2004

However, monetary benefit of first increment will be available from 08-10-2004 only as he was on EOL on medical certificate up to 07-10-2004.

b) As per FR 31(A)(2)((i)(a), his second increment shall be drawn only with effect from the day following the date of declaration of probation but the period of service from the date of first increment shall count for subsequent increments. Accordingly, his probation shall be declared to have been completed as follows and pay has to be fixed:

Period of two years duty will be completed by	20-08-2005
Add: EOL on Medical Certificate	15-05-0
EOL on private affairs	24-02-0
Earned leave	30-00-0
Date of completion of two years duty period	29-05-2006

Since he completes two years duty period with in a continuous period of three years on 29-05-2006, his probation shall be declared as completed by 29-05-2006 and second increment shall be released from 30-05-2006.

c) His subsequent increments will be regulated as follows:

22-08-2003	Rs. 9,285
01-10-2004/08-10-2004 (MB)	Rs. 9,520
30-05-2006 (Second increment)	Rs. 9,775
01-10-2006 (Third increment)	Rs.10,030
01-10-2007 (Fourth increment)	Rs.10,285
01-10-2008 (Fifth increment)	Rs.10,565